



LICHFIELD PLAYERS COMMITTEE MEMBER ROLE



ROLE: TREASURER

The Treasurer is responsible to the Chairperson and the committee of Lichfield Players, together with the Chair and Secretary is a member of the Executive of the Society.

JOB DESCRIPTION:

1. To liaise closely with Chairman and Secretary and to attend Committee Meetings
2. Ensure that the ledgers are kept up to date (manually and digitally)
3. Reconcile cash/ledgers to bank statements
4. Monitor all bank account and investment account balances and move money between accounts as necessary to ensure the optimum interest on the society's money
5. Keep the Society's accounts be whatever methods the incumbent of the position prefers provided that s/he ensure that there is a clear audit trail
6. Ensure that any outstanding income is regularly pursued (eg charges for any programme sponsorship; costume/props hire: etc
7. Responsible for timely ordering and payment of scripts and licences for each production (Liaise with Chair/Director to ensure required number of scripts is obtained in good time for reading and auditions
8. Ensure that all documentation received from members of society requiring reimbursement for expenses is clearly labelled and explained. Pay only receipts approved by the Committee Member who has delegated to A.N.Other. ie Props/Costumes to be agreed with current committee member as an agreed purchase
9. Ensure that no individual has to wait for reimbursement for an inappropriate lengthy of time after receipts have been handed to the Treasurer
10. On receipt of invoices from companies where credit accounts are held, compare with delivery notes, where available, or confer with the person responsible for ordering the goods/services
11. Pay credit accounts invoice and credit cards promptly
12. Keep control of the paying in book and ensure that cash (cheque, if any) received for all income are paid into the bank within a reasonable time, Ensure arrangements are made at the Front of House Coordinator to collect and bank programme receipts (if any) from each production
13. Obtain from the Director/Secretary of each production the dates on which the rehearsal hall(s) were used so that the appropriate payment can be calculated
14. Attend production meetings so that budget costs can be assessed
15. Ensure that the Society's insurance policy is up to date and remittance forwarded promptly

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16. Check annually that the bank accounts are in the most appropriate formant (accounts giving better rates may have become available)
17. Prepare an income and expenditure account for each production along with a general income and expenditure account for income and costs not relating to specific productions
18. Present regular income and expenditure detail updates at committee meetings and ensure the committee is aware of any important financial issues
19. Prepare year end income and expenditure accounts and balance sheet
20. Contact Auditor at the end of the accounting year (31 July) and arrange for the Society's account to be audited, preferably prior to the AGM
21. Present the final account to the Annual General Meeting
22. Adhere to internet banking facilities to meet with the Society's requirements

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